



### **EXTERNAL ADVERT NO.4 of 2025**

Mountains of the Moon University (MMU) is a Public University established under Statutory Instrument Number 2 of 2022, hence a body corporate with perpetual succession and a Common Seal. First established as a Private University in 2005, by the National Council for Higher Education (NCHE), in accordance with the Universities and Other Tertiary Institutions Act 2001, as amended, MMU strives to become an academic Centre of excellence, by recruiting high-caliber staff. Therefore, MMU invites applications from suitably qualified and skilled Ugandans for the following positions: -

<b>Job Title</b>	University Bursar
<b>Directorate</b>	Finance
<b>Reports to</b>	Vice Chancellor through the University Secretary
<b>Salary Scale</b>	PU3
<b>Age</b>	45 Years of age, but not above 55 years
<b>Terms of Employment</b>	5-year Contract renewable once
<b>Number of posts</b>	01
<b>REF.NO.</b>	EXT AD/APP/4/01/25

#### **Main purpose of the job**

To provide technical support in budget formulation, execution, and accountability to ensure sound management of financial resources as determined by the University Council

#### **Duties and Responsibilities**

The duties and responsibilities shall be to;

1. Coordinate the Development of strategic financial plans, work plans, budget process, consolidation and facilitate budget execution for the University, outlining projected revenue sources and expenditure and measures to be taken to control costs.
2. Implement effective financial management systems and procedures in accordance with Government financial policies and procedures.
3. Supervise the preparation and timely production of routine and periodic financial statements and reports, reviews and approves the correctness of the statements.

4. Verify and approve micro procurement requisitions and advise the Accounting Officer on transactions of higher thresholds.
5. Review responses and advise on oversight issues, including audit queries relating to financial management and accountability.
6. Ensure up-to-date books of accounts, financial records, and asset registers are properly maintained.
7. Develop a sound internal financial management control system and mechanism for monitoring to ensure compliance with regulations and efficient and effective management of financial resources.
8. Provide technical advice and guidance on financial management matters to ensure compliance.
9. Supervise the preparation and production of quarterly, semi-annual, and final accounts of the University
10. Ensure proper maintenance, storage and security of financial and accounting documents of the university
11. Supervise accounts operations, monitor and evaluate staff performance, and
12. Perform any other duties that may be assigned by the supervisor from time to time.

## **PERSON SPECIFICATIONS**

### **(a) Academic Qualifications**

- i) Must possess a minimum of a Master's Degree in Finance or Accounting or Business Administration (accounting option) and Bachelor (Hons) of Commerce or Bachelor (Hons) of Business Administration (Finance/Accounting), Bachelor (Hons) of Finance/Accounting or its equivalent from a recognized institution.
- ii) Should have full professional accounting qualifications such as ACCA, CPA or CIMA.

### **Working experience**

- (i) Should have at least ten (10) years of working experience in the financial management, with a reputable organisation, three (3) of which should have been at the level of Deputy Bursar or equivalent and above, in a public institution or reputable private organisation.
- (ii) Should be a full Member of a recognised awarding Institution/body accredited by ICPAU.

### **Required Competencies:**

- (i) Should have high integrity with excellent communication, leadership, and people's skills.
- (ii) Should be computer literate, with good working knowledge of standard office documentation software and with demonstrable knowledge and skills in computerised Financial Management systems and packages.
- (iii) Should have the ability to initiate and institute measures to enforce prudent financial management and proper use and accountability of the University's fiscal.

<b>Job Title</b>	Senior Human Resource Officer
<b>Directorate</b>	Human Resource Management
<b>Reports to</b>	Principal Human Resource Officer
<b>Salary Scale</b>	PU6.1
<b>Age</b>	50 Years of age and below
<b>Number of posts</b>	01
<b>REF.NO.</b>	EXT AD/APP/4/02/25

### **Main purpose of the job**

To assist the Principal Human Resource Officer (PHRO) in managing, coordinating and enforcing the implementation of Human Resource policies of the University.

### **Duties and Responsibilities**

The duties and responsibilities shall be to;

- (1) Provide support to the PHRO in the management of Human Resources.
- (2) Assist in coordinating the recruitment, selection, induction and placement of staff.
- (3) Participate in the preparation of the Human Resource Budget and Plans for the Directorate.
- (4) Analyse and report monthly on the implementation of the duty attendance register.
- (5) Conduct annual Training Needs Assessment.
- (6) Coordinate and report implementation of periodic Performance.
- (7) Review appraisal System and maintain records of Performance Appraisals.

- (8) Initiate the preparation of the Human Resource Investment and Development Plan.
- (9) Engage in developing the Human Resource Investment and Development plan for the University.
- (10) Generate human resource information for the University.
- (11) Attend to staff with special needs and ensure that they are provided with necessary facilities.
- (12) Engage in conducting exit interviews and issue certificates of service to members of staff who retire.
- (13) Engage in the management of salaries, wages and benefits.
- (14) Engage in projecting staffing needs for the University.
- (15) Engage in coordinating the implementation of the periodic Performance Review and Appraisal System at the University;
- (16) Prepare staff confirmation reports, including performance evaluation reports and pre-confirmation appraisals by the Directorate.
- (17) Engage in conducting and preparing background check reports, and
- (18) Perform any other duties assigned by the supervisor.

### **Person Specifications**

#### **Qualifications**

- (i) A minimum of an Honor's Bachelor's degree in Human Resource Management, Organisational or Industrial Psychology, Organisational Development, Social work and Social Administration, Public Administration and Management (Human Resource option), Business Administration (Human Resource option), Social Sciences with a bias in Human Resource Management.
- (ii) A Post-graduate Diploma in Human Resource Management from a recognised institution is a must.

#### **Experience and Competences**

Must have;

- i) At least three (3) years' experience as a Human Resource Officer in a Public Institution or reputable organisation.
- ii) Experience of working with Government Integrated Financial Management System (IFMS), Human Capital Management System/Integrated Personnel and Payroll System, will be an added advantage.

#### **Competences:**

- a) Should possess values of the University which include; integrity, confidentiality, Accountability, professionalism.

- b) Should have excellent communication, leadership, and interpersonal skills.
- c) Should have proven ability to transfer skills and knowledge to others through formal training and technical support.
- d) Demonstrated Computer Literacy and Presentation skills.
- e) Should have the ability to work independently and, or as part of a team.

## APPLICATION PROCESS

Interested and eligible candidates **MUST ELECTRONICALLY** submit the application documents below **merged as one document** in PDF to [applicationsjuly2025@mmu.ac.ug](mailto:applicationsjuly2025@mmu.ac.ug):

1. Application letter.
2. A detailed up-to-date Curriculum Vitae (CV) containing names and contacts of three (3) credible referees.
3. Certified copies of the relevant academic/professional Transcripts and Certificates.
4. Copies of relevant appointment and confirmation letter (s).
5. Copy of a valid National Identity Card
6. Details of the physical address, telephone contact and email address.
7. Any other relevant documentation to support the application.

**N.B:** Application not in **one PDF file** and those arriving after the closing time and date will not be considered. Details of the job advert can be accessed on the University website: [www.mmu.ac.ug](http://www.mmu.ac.ug).

Applications should be addressed to: -

The University Secretary  
Mountains of the Moon University  
P. O. Box 837, Lake Saaka Campus, Block C, Ground Level  
Fort Portal, Uganda.

The application must be received by 5:00 p.m. on **August 7<sup>th</sup>, 2025**. MMU is an equal opportunity employer, and appointments to all positions are based on merit. **Only shortlisted candidates will be contacted formally.** Females and persons with disabilities are encouraged to apply.